

~~CONFIDENTIAL~~

5-6006

MAY 25 1954

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MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Agency Housekeeping Services

1. In our staff study on the above subject, dated 22 December 1953 and addressed to you, there appeared the following in paragraph 3 regarding the records management activity:

" . . . . . the functions actually fall into three activities. These are a) surveys to determine procedures relating to records creation, b) an archival activity designed to provide for the orderly disposition of records committed to the Center, and c) the routine storage and servicing of inactive records in the Center. It is agreed by the Acting Management Officer and the Deputy Comptroller that items "b" and "c" above are not proper functions of the Management Improvement Staff, but instead are service functions properly allocable to the Logistics Office."

2. In compliance with advice from your office we did not approach or discuss with the then Office of General Services any portion of our staff study. We therefore were unaware of the existence of plans for constructing a records center building at the

Immediate transfer of the Records Center to the Logistics Office would constitute an undesirable step in the process of getting it moved from [REDACTED]. It is therefore our thinking that we should leave the Records Center under the jurisdiction of the Management Staff until it is moved to [REDACTED]

Following the move, the Records Center would be under the [REDACTED] supervision of the Management Staff.

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Chief, Management Staff